

From: [Verónica Ingrid Rojas Muñoz](#)
To: [Lewis, Monica](#)
Cc: [Hill, Kevin W.](#)
Subject: RE: Clarification Letter for EPA-HQ-2020-001543 Veronica Rojas Munoz
Date: Friday, December 13, 2019 9:39:54 PM
Attachments: [ATT00001.txt](#)

Good evening,

Thank you for your response. Per your response, the information in the request for public information records would prompt the interpretation of the seven listed requests provided in Section II.B.b. of the letter to be made in the following manner, given that the file designation or description remains for the informational record remains undisclosed on the EPA website as of December 13, 2019:

1. *Solicitation advertisement notification registration;*

- a. Date and/ or Time Period: Initial request did not specify dates of publishing website or form displaying registration of email address or business information
- b. Title or name: Generally, "*Solicitation advertisement notification registration*"
- c. Author: Environmental Protection Agency, distributed through the Office of Mission Support
- d. Recipient: General Public; Parties Interested in Receiving Material relevant to the duties and responsibilities pertaining to the protection of EPA's facilities and other critical assets nationwide, acquisition activities (contracts), grants management, human capital, information technology, and information management activities.
- e. Detailed description of the records' subject matter: "solicitation advertisement notification registration" that "pertain[s] to the administration of the State Procurement program through the gateway designed for state and local partners, as well as for the general public, and for verification of the delivery of information submitted to the attention of chief representatives for their use and record within their role of administering the program through the use of the United States Postal Services and the electronic addresses displayed on State webpages." As stated in Section II A of the letter including the request, "[t]he State Procurement program maintains and distributes the notifications of upcoming solicitations, and project and contract schedules, including reports of forecasts and listings where identifying contract and project information, such as reference numbers and dates of execution, are used to index the data contained therein. Within its capacity of serving as the lead point of contact for the management of contracts for goods, services and technology in which the State is a party or the beneficiary and in its delivery of integrative services to oversee and ensure the cost-effectiveness of the business processes of the State, the program also maintains information related to past and future conferences, including, but not limited to, trainings, hearings, meetings and other special events, and agendas, minutes, reports and notices, and materials that include manuals, forms, templates and models, thereof. The program maintains the names of the entities that successfully bid, are short listed or that the State intends to award through its contractors or itself, in the same manner that it produces and maintains records of the type and name of solicitations that it releases, and in the same manner that the identifying information

thereof is used to index the data contained therein, as done with contract and project information, whether or not the solicitation leads to the successful entry of a contract.”

Thus, the solicitation advertisement notification registration system of the United States Environmental Protection Agency pertains to the administration of the State, i.e. the United States, Procurement program through the gateway designed for partners of the state, i.e. member states, and those that are local, i.e. in close proximity to the regional offices, as well as for the general public, e.g. as it may include parties solely conducting research for a variety of reasons such as drafting a business financial or marketing plan, and for verifying the delivery of information submitted to the attention of chief representatives for their use and record within their role of administering the program through the use of the United States Postal Services and the electronic addresses displayed on State webpages, i.e. documentation of communications between the Environmental Protection Agency and its interested parties. The State Procurement program currently maintain and distributes the notifications of upcoming solicitations. In the past, the State Procurement program has maintained and distributed the notification of upcoming solicitation in order to create project and contract schedules, including subsequent and possibly related listings for past contracts and projects.

f. File designations or descriptions for the records that the requester wants: File designation or description remains undisclosed on the EPA website as of December 13, 2019.

2. *Project and contract forecasts, and expiring contracts, and/ or project and contract listings;*
3. *Entity names of bidders short listed or intended to receive award, and past successful bidders, including the type and name of solicitations, or other information used to identify the solicitation;*
4. *Satellite conference and live webcast registration;*
5. *Listings, indices, directories or databases of agendas, minutes, reports and notices;*
6. *Listings, indices, directories or databases of manuals, forms, templates, and models; and*
7. *Calendars of trainings, hearings, meetings, and other special events.*

Please direct all replies to this message, including requests for further information, including clarification, to assist in preparing responses, to this e-mail address, virojas@ptei.net, or contact me at (909) 595-5314, ext. 106. Written responses and requests for information are preferred over verbal responses and requests that may be made when contacting me at (626) 315-1705. Thank you for your assistance.

Respectfully,

POWER-TECH ENGINEERS, INC.



Verónica I. Rojas Muñoz, J.D., SPHR, SHRM-SCP, IPMA-SCP
Vice President
virojas@ptei.net
Mobile (626)315-1705
www.linkedin.com/in/verónica-rojas-muñoz-0b454353



Consultants – Engineers – Architects – Construction
Est. 1992
POWER-TECH ENGINEERS, INC.
355 South Lemon Ave, Suite A
Walnut, CA 91789
Office (909)595-5314, ext. 106
Fax (909)595-5394
<http://www.ptei.net>

Notice: This message and any attachments may only be intended for the named and/ or addressed recipient(s). Its contents (including any attachments) may be legally privileged or otherwise protected from disclosure by law, confidential and/or proprietary information about PTEI, or its customers, which PTEI, does not intend to disclose to the public. Unauthorized use, copying, distribution or disclosure of any of it may be unlawful and is strictly prohibited. We assume no responsibility to persons other than the intended named and addressed recipient(s), no responsibility to any persons in cases of unsolicited electronic junk or spam messages sent using the address of this account or use of the account without the authorization of its owner, and do not accept liability for any errors or omissions which are a result of email transmission. If you have received this message by mistake, please notify the sender by reply email immediately and confirm that the original message and any attachments and copies have been destroyed and deleted from your system.

From: Lewis, Monica <lewis.monica@epa.gov>
Sent: December 13, 2019 04:50 PM
To: Verónica Ingrid Rojas Muñoz <virojas@ptei.net>
Cc: Hill, Kevin W. <hill.kevinw@epa.gov>; Lewis, Monica <lewis.monica@epa.gov>
Subject: Clarification Letter for EPA-HQ-2020-001543 Veronica Rojas Munoz

12/13/2019
Veronica Rojas Munoz

355 S. Lemon Avenue, Suite A
Walnut, CA, 91789

N/A

Re: Freedom of Information Act Request - EPA-HQ-2020-001543

Hello,

This email concerns the above-referenced Freedom of Information Act (FOIA) request, submitted to the U.S. Environmental Protection Agency (EPA), National FOIA Office (NFO) on 12/06/2019. You are seeking the following: This is follow up correspondence to the Public Information Record Request that was filed with the National FOIA Office on October 14, 2019. An additional document is attached for the purposes of serving as supporting documentation that the information requested is within the purview of the Environmental Protection Agency.

After review of your FOIA request, we determined your request does not reasonably describe the records you are seeking in a way that will permit EPA employees to identify and locate them.

EPA's FOIA regulations state: "Whenever possible, your request should include specific information about each record sought, such as the date, title or name, author, recipient, and subject matter. If known, the requester should include any file designations or descriptions for the records that the requester wants. The more specific the requester is about the records or type of records that the requester wants, the more likely EPA will be able to identify and locate records responsive to the request." 40 C.F.R. 2.102 (c) The FOIA does not require an agency to create new records, answer questions posed by requesters, or attempt to interpret a request that does not identify reasonably described records.

We would like to provide you with the opportunity to clarify the records that you are seeking so that EPA can process your request. As indicated in 40 C.F.R. § 2.102(c), please include any specific information about the records, including time period, authors, or a more detailed description of the records' subject matter.

Please contact Kevin Hill at Hill.Kevin@epa.gov with your clarification or call 202-566-1667 if you would like to set up a time to further discuss your request. You described your request as follow up to correspondence to another request that was filed with the National FOIA Office on October 14, 2019. Please provide the tracking number of the prior request you filed on October 14, 2019.

Please reply within 20 calendar days from the date of this email. If we do not hear back from you, EPA may issue a final determination to close out your request. Please note that you are not prohibited from submitting additional Freedom of Information Act requests in the future. For more information, please visit our website at:

<https://www.epa.gov/foia>.

If you need any further assistance or would like to discuss any aspect of your request, you may seek assistance from EPA's FOIA Public Liaison at hq.foia@epa.gov or call (202) 566-1667. You may also seek assistance from the Office of Government Information Services (OGIS). You may contact OGIS in any of the following ways: by mail, Office of Government Information Services, National Archives and Records Administration, 8610 Adelphi Road, College Park, MD 20740-6001; email: ogis@nara.gov; telephone: (202) 741-5770 or (877) 684-6448; or fax: (202) 741-5769. We look forward to your prompt reply.

Sincerely,

National FOIA Office

U.S. Environmental Protection Agency

